



# Sky Valley

SENIOR &  
COMMUNITY CENTER

617 First St  
Sultan, WA 98294

Questions? Contact:  
**Deanna French**  
360.395.2133  
dfrench@voaww.org

RENTAL AGREEMENT



## Sky Valley SCC Facility Rental Policies & Terms



### BOOKING

- The Center is available for use Saturday - Sunday, 7:00am-midnight. Renters **must** complete cleanup and be off the premises by midnight.
- Maximum Occupancy: 111
- A completed and approved facility rental application and a \$250 refundable damage deposit (paid separately by check) are required before the facility may be booked. No phone reservations accepted. A copy will be provided to renter. Damage deposit checks will be held and only cashed if damage is found after rental.
- Applicant must secure Event Liability Insurance ("TULIP") with the following limits:

Occurrence	\$1,000,000
General Aggregate	\$2,000,000
Aggregate Products / Completed Operations	\$1,000,000
Personal / Advertising Injury	\$1,000,000
Host Liquor Liability	\$1,000,000
Fire Legal Liability	\$100,000

- Applicant to apply for TULIP coverage directly and provide Volunteers of America Western Washington (VOAWW) with Certificate of Insurance naming VOAWW as Additional Insured.
- Facility rental must be paid in full before the event.
- Any damages or extensive cleaning incurred will result in the forfeiture of all or part of the damage deposit. No additional cleanup should be performed by VOA staff after your event.
- If serving alcohol, a copy of the Banquet Permit is required to be provided to the Center at least 3 days prior to the event. Permits can be obtained on the Washington State Liquor and Cannabis Board website. **No alcoholic beverages are permitted outside the building.**
- Renters are responsible for anyone leaving the function under the influence of alcohol and are responsible for knowledge of the Washington State Liquor Law as they pertain to their event. It is illegal to serve alcohol to any person under 21 years of age.
- Rental time includes setup and cleanup time. Renters may not enter the building before start time.

### CANCELLATION

- The renter may cancel this Rental Agreement up to 15 days in advance of the date of use by email or telephone. In such an event, the Center shall refund all fees to the renter.
- If the renter cancels this Rental Agreement with less than 15 days to the planned date of use, the renter forfeits fees paid.

## EXPECTATIONS

- Named applicant is responsible for supervision of all persons participating during the event. Children must be supervised at all times.
- Renters accept the Center in its present condition and shall maintain the premises in a clean and sanitary condition.
- Fireplace is off limits for use.
- Sparklers, rice, birdseed, confetti, and glitter are not permitted inside or outside of the building. No balloons are to be released outside. Smoke machines and/or pyrotechnics are prohibited.
- No nails, pins, tacks, staples or tape are to be used on ceilings, wall, windows and furniture. Existing hooks and command strips may be used.
- **No smoking or vaping is allowed anywhere on the VOA campus.**
- Music shall be kept at appropriate levels of celebration. Failure to keep noise at a considerate level will result in complete forfeiture of the damage deposit.
- Complaints from neighbors will result in the forfeiture of **all or part** of the damage deposit.

## EQUIPMENT

- Renters are responsible for setup and take down.
- Tables and chairs are not to be dragged on the floor.
- Use of Center equipment requested by renter must be approved by VOA staff **prior** to the event.
- The bingo machine, steam tables, coffee bar and soup bar are not to be moved without prior arrangements with VOA staff.
- Provided Equipment:
  - 65 folding chairs
  - 12 Round tables
  - 8 rectangular tables

## KITCHEN (if rented)

- Make sure the kitchen is kept clean, wash all surfaces, counters, sinks, and utensils used.
- Clean floors, sink, drains and appliances used.
- Use the three-container sinks to wash dishes, ensuring sinks are completely cleaned after use.
- If oven, stove, or grill are used, be sure that they are clean and turned off before leaving.
- Sanitize all surfaces with food grade sanitizer.
- All spills must be cleaned up and damp mopped.
- Only clear liquids (including any oils or fats) may go down the kitchen drains.

## CLEANUP

- Remove all your decorations.
- Sweep floors and return tables and chairs to original location.
- Patio and surrounding areas should be cleaned and free of damage to furniture and plants, including the outdoor field.
- Put all trash and recyclables in the proper containers in the parking lot. If receptacles are too full, renter must take trash off site.
- NO CLEAN UP SHOULD BE REQUIRED BY VOA STAFF. A cleaning fee of \$200 will be charged if Center is not clean.

## UPON EXIT

- It is the responsibility of the renter to do a walk-through of the facility to ensure these regulations have been followed and building is left in same condition as when rented.
- If any repairs are required, the renter will forfeit all of the damage deposit.
- Any replacement/repair above the damage deposit will be billed to the renter.
- Remaining on site after leave time will result in deduction of all of the damage deposit.
- Renter must notify Facility Manager via text when cleanup and rental usage is complete.

## RIGHT OF CANCELLATION

The Center reserves the right to change or cancel any part of this agreement and related scheduling of the facility. The Center shall have no liability for loss or additional expense, or inconveniences caused by weather or for any other reason. The Center is not responsible for personal property.

Initial Here \_\_\_\_\_

**VOA STAFF WILL BE AVAILABLE IN CASE OF EMERGENCIES OR CONCERNS**

*It is the renter's responsibility to leave the facility in the same condition in which it was rented. Failure to comply with any of the Facility Rental Rules will result in the forfeiture of the entire damage deposit. Your signature below is an acknowledgement that you have received, read, and understand the foregoing policies and your initials on each page are indication that you have read, understand, and will fully comply with the foregoing agreement.*

\_\_\_\_\_

Date

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature



# SKY VALLEY SENIOR & COMMUNITY CENTER RENTAL CONTRACT

RENTAL CONTACT (LAST, FIRST)

Applicant Name  Organization (if applicable)

Address

*Street* *City, State, ZIP*

Email  Phone

Date of Event  Start Time  End time  Estimated Attendance  MAX. 111

Event/Activity Description  Comments / Notes

RENTAL DATE

## RESERVATION DETAILS & FEES

ROOM	RATE	HOURS	TOTAL
Community Center	\$50 / hr*		\$
Kitchen (4 hr)	\$150 flat rate		\$
Kitchen (8 hr)	\$300 flat rate		\$
<input type="checkbox"/> VOA <input type="checkbox"/> NPO <input type="checkbox"/> SDD   Discount Total			( \$ )
Subtotal			
Check #	Refundable Damage Deposit <sup>a</sup>		\$ 250.00
* 3 hour minimum rental <sup>a</sup> paid by separate check			<b>Total Due</b> \$

### DISCOUNT SCHEDULE

- VOAWW Employee ..... 50%
- Approved nonprofit organizations ..... 25%
- Official Sultan School District functions & events ..... FREE

DATE DEPOSIT RECEIVED

CASH

CARD

CHECK

CHECK NO.

INITIALS

The undersigned hereby makes application to **Sky Valley Senior & Community Center** (herein referred to as the Center) and certifies that the information given in the application is correct. The undersigned further states that he/she has the authority to make this application for the Applicant or Organization and agrees that the applicant has received, reviewed, understands and will observe the Policies and Procedures contained herein. Applicant agrees to exercise the utmost care in the use of the Center and to waive, release, absolve, indemnify, defend, and hold harmless the Center and its employees from all liability resulting from the use of the said facility. Applicant further agrees to reimburse the Center for any damages from the applicant's use of the facility.

*Date* *Printed Name* *Signature*

## REQUESTED EQUIPMENT FOR EVENT

The following appliances and accessories are available for your use, subject to availability and functionality. Please check all items you need or anticipate using during your rental period.

	Stove		Walk-In Cooler / Freezer**
	Grill		Steam Table
	Microwave		Salad Bar
	Coffee Pot		Icemaker

*\*\* Note: If this is checked, renter must ensure the doors to the walk-in cooler and walk-in freezer are securely closed at all times when not in use. Failure to do so will result in loss of food items and potential loss of damage deposit.*

## PRE-RENTAL WALKTHROUGH

I confirm a walkthrough was conducted prior to my event and the following deficiencies/damages were noted:

*Date*

*Signature*